Data Protection Privacy Statement - Fulfilling a work experience or volunteering placement

In order to deliver services to the citizens and communities in Bedford Borough, it is necessary for the Council to collect, gather and process personal data about residents, staff and other individuals. Bedford Borough Council is committed to protecting your personal data when you use its services and/or correspond with it.

The Council has registered as a Data Controller with the Information Commissioner's Office. This registration can be viewed on the ICO website (opens in a new window) Registration Number Z5916725.

As a Data Controller, the Council sets out the purposes and methods for processing information and ensures safeguards over any personal and special category information it processes.

The sections below explain the arrangements we have in place to protect the information entrusted to the Council.

In relation to Fulfilling a work experience or volunteering placement Bedford Borough Council will process your personal data for the following processing purposes:

The personal data that we may collect and process about you includes the following:

- **your name, address, date of birth as well as email addresses and telephone number**
- **if you are under 16, the name, address and contact details of your parent or guardian**
- **details of your education establishment or details of the partner organisation where you may receive support from (for work experience only)**
- **data on the type of placement you are interested in**
- **data about what specific skills and experience you have**
- **whether you have a medical condition that could affect your ability to carry out the work experience placement (for work experience only).**
- **whether or not you have a disability for which reasonable adjustments are required**
- **information about your criminal record**
- **equality data**

All personal data collected is necessary and relevant to the performance of the work experience or volunteer placement. We will use the information provided for the purposes of deciding whether to extend a work experience or volunteering opportunity to you and, if you are successful, for the administration of this placement. Some special categories of personal data, such as information about medical conditions, are processed to carry out legal employment obligations (such as those in relation to individuals with disabilities).

Where the Council processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is done for the purpose of equal opportunities monitoring. Data that the Council uses for these purposes is anonymised or is collected with explicit consent, which can be withdrawn at anytime. Individuals are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so. The Council will only collect criminal conviction data appropriate to the nature of the placement and where legally permitted. This information is sought because it is necessary for the Council to carry out its legal obligations.

It is processing this personal data by virtue of the following Lawful Basis:

Consent of the data subject, Compliance with a legal obligation, Performance of a task carried out in the public interest

Personal data provided for Fulfilling a work experience or volunteering placement may be shared with, or obtained from the following organisations (in addition to any other disclosure required by a Court of Law or in response to a valid request by, normally, a law enforcement agency:

Your data may be shared internally for the purposes of the work experience place mentor volunteering process. This includes members of Personnel Services and managers and staff in the business area who will supervise the work experience or volunteer placement. On occasion IT or audit staff may have access to your data, if it is necessary for the performance of their roles. We may also need to share your personal information with a regulator or to otherwise comply with legislation. We may share your data with third parties, for example to obtain references or to obtain a criminal records check. We require third parties to respect the security of your data and to treat it in accordance with the law.

The processing of your personal data will be restricted in time to:

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying legal, accounting or reporting requirements. To determine the appropriate retention period for personal data we consider the amount, nature and sensitivity of the personal data, the purpose for which we process your personal data and whether we can achieve those purposes through other means and the applicable legal requirement. Personal data is kept within the Council's HR and IT systems.

Your personal data will be held by/for the Council within the UK or the EU.

The information you have provided is a statutory or contractual requirement: this is something we have to do. Please see details below, including any consequences if we do not receive the information:

You are under no statutory obligation to provide data to Bedford Borough Council during the work experience or volunteering process. However, if you do not provide the data, we may not be able to process your application properly or at all.

We have a range of measures to protect the personal data you provide. These include: cyber security; physical security of the Council's buildings and training on Data Protection for staff.

Bedford Borough Council is the Data Controller processing your information, who can be contacted as follows:

Information Governance
Bedford Borough Council
Borough Hall
Cauldwell Street
Bedford MK42 9AP
Email: dpo@bedford.gov.uk
Telephone: 01234 267422

If you wish to enquire about your rights as a data subject, whether you wish to request a copy of your own information that Bedford Borough Council holds, request for data portability; rectification or erasure of your data for any reason or objection to any processing, please contact the Council's GDPR Data Protection Officer email: dpo@bedford.gov.uk or send to the above address.

Alternatively, in the event that you remain dissatisfied with the way Bedford Borough Council has handled the processing of your information (i.e. after liaising with the Council to find a satisfactory solution), you have the right to contact the UK's Statutory Authority: The Information Commissioner's Office (ICO) who can be contacted by using the details displayed at the bottom of the page entitled Personal information and your rights | Bedford Borough Council on our website under the "Challenging the response" heading.

Changes to this Notice:

We keep this Privacy Notice under regular review; this Notice was last updated in August 2025.